

**ALEXANDRIA TOWNSHIP COMMITTEE MEETING
MINUTES
February 14, 2018**

This meeting was advertised in the Hunterdon County Democrat, and notice posted in the
Alexandria Township Municipal Offices and the Alexandria Township Website,
(www.alexandrianj.gov) as required by the Open Public Meetings Act.

Meeting Called to order at 8:17 PM.

ROLL CALL:

PRESENT: Mayor Garay, Committeeman Pfefferle, Committeeman Kiernan, Township Attorney Dragan

ABSENT: None

FLAG SALUTE:

Mayor Garay led the flag salute.

TOWNSHIP COMMITTEE OVERSIGHT REPORTS:

Environmental Commission(EC)/Personnel-Mayor Garay

The Environmental Commission had a Re-Org meeting on January 23rd. Jay Arancio was appointed as the Chair for 2018. The following items were discussed at the meeting:

- Looking to do an Emerald Ash Borer workshop.
- There will be another stream clean-up this year slated for April 21st.
- The EC provided the Township Committee with their 2018 budget request.

DPW/Park & Rec-Comm. Kiernan

The Park/Rec Commission met on February 13, 2018. There were not enough members for a quorum. The following items were discussed at the meeting:

- Ash trees have been identified at the park that need to be taken down.
- The township basketball league will be merging with the Del Val Rec Basketball League for next season.
- A dog park proposal was presented. The proposal was sent to the Township insurance company for approval. There have been a lot of complaints of dog waste at the park. Four containers have been purchased; they just need to be installed.

Comm. Kiernan has met twice with the DPW. Discussions were on equipment inventory and purchases. There is a State grant available for a wheel loader replacement where 30% of the cost can be reimbursed. There have been eight snow events since the last meeting.

Finance/Health Oversight-Comm. Pfefferle

Comm. Pfefferle noted that the Township Committee had a budget meeting earlier this evening. Long term planning was discussed, debt levels, where the Township has come from and where the Township is today. Another budget meeting is scheduled for February 21st at 6:00 PM.

Agriculture/Open Space

The Agriculture/Open Space Commission meet for a Re-Org. meeting on February 14th. The following was discussed at the meeting:

- Floyd Evans was appointed as Chair and April Daley as Vice-Chair for 2018.
- An appointment of Tom Hlasney is being requested for the Township Committee to make.
- There are two open applications for preservation:
 - 1.) Ortho Farm-No information has been provided to the Commission by the County or State Agriculture Boards
 - 2.) Perrine-State Acquisition

PUBLIC COMMENT FOR AGENDA RELATED MATTERS ONLY:

None

OLD BUSINESS:

- PennEast Pipeline

Environmental Commission member Jackie Freedman noted that FERC approved the pipeline three weeks ago. On February 1st, the NJ DEP rejected the pipeline permit again. Penn East has started condemnation proceedings on approximately six properties so far. A lot of meetings are being planned to educate people. The NJ Attorney General has refused to sell New Jersey owned property to Penn East. Organizations against the pipeline are trying to make sure that Penn East obtains all necessary permits before trees begin to be cut down.

NEW BUSINESS:

- Ordinance 2018-001 To Exceed the Municipal Budget Appropriation Limits and to Establish a Cap Bank-**1st Reading**

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve Ordinance 2018-001 on 1st Reading. **Public Hearing will be on March 14, 2018 at 7:35 PM.**

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

**ORDINANCE 2018-001 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF
HUNTERDON, STATE OF NEW JERSEY TO EXCEED THE MUNICIPAL BUDGET
APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK
(N.J.S.A. 40A: 4-45.14)**

WHEREAS, the Local Government Cap Law, N.J.S. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget to 2.5% unless authorized by Ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and

WHEREAS, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by Ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

WHEREAS, the Township Committee of the Township of Alexandria in the County of Hunterdon finds it advisable and necessary to increase its CY 2018 budget by up to three and one-half percent (3.5%) over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,

WHEREAS, the Township Committee hereby determines that a 3.5% increase in the budget for said year, amounting to \$20,541.05 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,

WHEREAS the Township Committee hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

NOW THEREFORE BE IT ORDAINED, by the Township Committee of the Township of Alexandria, in the County of Hunterdon, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2018 budget year, the final appropriations of the Township of Alexandria shall, in accordance with this Ordinance and N.J.S.A. 40A: 4-45.14, be increased by 3.5 %, amounting to \$71,893.68 and that the CY 2018 municipal budget for the Township of Alexandria be approved and adopted in accordance with this Ordinance; and,

BE IT FURTHER ORDAINED, that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

BE IT FURTHER ORDAINED, that a certified copy of this Ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

BE IT FURTHER ORDAINED, that a certified copy of this Ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

- Flag at the Municipal Building

Township Committee will explore a solar option for the flag pole.

- Appointment for Agriculture/Open Space Committee-Thomas W. Hlasney
Comm. Kiernan made a motion, seconded by Comm. Pfefferle to appoint Thomas Hlasney for the Agriculture/Open Space Committee.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

- Appointment for Aging Coordinator-Linda Harris

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to appoint Linda Harris as the Aging Coordinator.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

- Appointment of Public Officer-Abandoned Property Act

Township Administrator/Clerk Bobrowski will reach out to the Zoning Officer to see if he would like to assist the Township as a Public Officer for abandoned properties.

- Raritan Headwaters Donation of \$300.00

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to donate \$300.00 to the Raritan Headwaters Association.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

- Resolution 2018-038 Governing Body Certification of Compliance with the United States Equal Employment Opportunity Commissions "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decision Under Title VII of the Civil Rights Act of 1964"

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to approve Resolution 2018-038.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None
Abstain: None

Motion Carried

RESOLUTION 2018 – 038 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY GOVERNING BODY CERTIFICATION OF COMPLIANCE WITH THE UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION’S “Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964”

WHEREAS, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the governing body of each municipality and county to certify that their local unit’s hiring practices comply with the United States Equal Employment Opportunity Commission’s “Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964,” *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

WHEREAS, the members of the governing body have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit’s hiring practices as they pertain to the consideration of an individual’s criminal history, as evidenced by the group affidavit form of the governing body attached hereto.

NOW, THEREFORE BE IT RESOLVED, that the Township Committee of the Township of Alexandria, hereby states that it has complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c.183, by certifying that the local unit’s hiring practices comply with the above-referenced enforcement guidance and hereby directs the Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

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- Resolution 2018-039 Authorizing Release of Letter of Credit and Performance Guarantee Monies Held for Helen Weeast, Minor Subdivision, B-14, L-13
- Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve Resolution 2018-039.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None
Abstain: None

Motion Carried

RESOLUTION 2018 – 39 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,

**STATE OF NEW JERSEY AUTHORIZING RELEASE OF LETTER OF CREDIT AND
PERFORMANCE GUARANTEE MONIES HELD FOR HELEN WEEAST, MINOR
SUBDIVISION, BLOCK 14, LOT 13**

WHEREAS, Helen Weeast ("Weeast"), by her attorney Anthony J. Danzo, Esq., filed correspondence with the Township of Alexandria ("Township") dated January 25, 2018 requesting the release of all remaining performance guarantees posted with the Township in connection with minor subdivision application #05-04 approved by the Alexandria Township Planning Board on November 17, 2005 and memorialized via resolution on January 19, 2006 for property known as Block 14, Lot 13 ("subdivision approval"); and

WHEREAS, in connection with a Performance Guarantee Agreement made between Weeast and the Township dated March 9, 2011 pursuant to the subdivision approval, Weeast posted with the Township Letter of Credit #2010036 issued by Sun National Bank ("Bank") on December 7, 2010 in the amount of \$179,823.24 ("Letter of Credit") and a check in the amount of \$19,980.36, to guarantee the installation of certain improvements required as a result of the subdivision approval; and

WHEREAS, after 2010, the Bank subsequently issued several amendments to the Letter of Credit which did not affect the amount of the performance guarantee; and

WHEREAS, after filing deeds creating the five lots approved by the subdivision approval, Weeast elected to abandon the subdivision approval and recorded a Deed, after review and approval by the Township, in the Hunterdon County Clerk's Office on December 6, 2017 in Book 2423, Page 78 merging and consolidating all the lots back into one tract known as Block 14, Lot 13, as originally configured; and

WHEREAS, the abandonment of the subdivision approval by Weeast has obviated the need to install the improvements set forth in the Performance Guarantee Agreement (which the Township Engineer has also confirmed were not constructed) and the Township Committee agrees that there is no longer reason for the Township to hold the performance guarantees; and

WHEREAS, after an extensive records search, the Township has determined that the original Letter of Credit #2010036 is lost and that only copies remain of same; and

WHEREAS, the Township is willing to release of the Letter of Credit by way of Cancellation and Indemnity Agreement, and Affidavit of Lost Letter of Credit, a copy of which shall remain on file with the Township Clerk's office and has been approved by the Bank; and

WHEREAS, according to the records of the Township's Finance Department, the cash portion of the performance guarantee posted by Weeast with the Township has, as of November 30, 2017, accrued to \$20,067.14.

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of Alexandria, County of Hunterdon and State of New Jersey, on this 14th day of February, 2018 as follows:

1. For the reasons set forth in the preamble which are made a part hereof without repeating, authorization is hereby given to release and cancel Letter of Credit No. 2010036 issued by Sun National Bank on December 7, 2010 in the amount of \$179,823.24, together with any subsequent amendments thereto. In order to resolve the issue of the lost letter of credit, the Township Clerk is hereby authorized to sign the proposed Affidavit of Lost Letter of Credit and the Mayor Deputy Mayor, Township Administrator/ Clerk, and Township Attorney as applicable, are authorized to finalize and sign the proposed Cancellation and Indemnity Agreement Concerning same.

2. All remaining cash posted by Weeast with the Township connection with the Performance Guarantee Agreement dated March 9, 2011 for improvements to be installed with the subdivision approval of Block 14, Lot 13 as part of Planning Board application #05-04 may be released to Weeast, together with any additional interest earned, less administrative costs (if any). As of November 11, 2017 the cash portion was \$20,067.14, including interest.

3. For the reasons set forth above, the Township the Performance Guarantee Agreement made with Weeast on March 9, 2011, together with subsequent extensions previously approved thereto to be satisfied and of no further effect.

4. This Resolution shall take effect immediately.

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- Resolution 2018-040 Amending Professional Contract Service Award Amount to LSRP Robert E. Schwarzkopf

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve Resolution 2018-040.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

**RESOLUTION 2018-040 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY AMENDING PROFESSIONAL CONTRACT SERVICE AWARD
AMOUNT TO LSRP ROBERT E. SCHWARZKOPF**

WHEREAS, on January 3, 2018 the Alexandria Township Committee appointed Robert E. Schwarzkopf, LSRP of Najarian Associates for a one year appointment from January 1, 2018 to December 31, 2018; and

WHEREAS, on January 24, 2018 the Alexandria Township Committee approved a budgeted amount not to exceed of \$2,000.00 in account number 01-201-21-165-020 for services to be rendered by Township Professional Robert E. Schwarzkopf, CHMM, LSRP of Najarian Associates, Inc., 1 Industrial Way West, Eatontown, NJ 07724 for site remediation at the DPW garage located at 255 Hickory Corner Road, Milford, NJ 08848

WHEREAS, Robert Schwarzkopf has provided Alexandria Township with a proposal in the amount of \$4,500.000 dated February 12, 2018 to conduct one round of sampling of all six wells at the DPW Garage, 255 Hickory Corner Road, Milford for MTBE, benzene, and VOC TICs analyses.

WHEREAS, the proposal received exceeds the allotted \$2,000.00 that the Alexandria Township Committee determined per Resolution 2018-024 on January 24, 2018.

NOW THEREFORE, BE IT RESOLVED by the Township of Alexandria as follows:

1. Resolution 2018-024 is amended to revise the “not to exceed number” and the Alexandria Township Chief Financial Officer shall certify that that the amount of, not to exceed \$5,000.00 set by the Township Committee that amount is available in an account numbered **01-201-21-165-020** as of February 14, 2018, and is sufficient to cover the cost of the contract awarded herein.
2. Sufficient funds will be made available in the 2018 Municipal Budget of the Township of Alexandria as required by N.J.A.C. 5:30-4, et. seq.

- Resolution 2018-041 Authorizing an Amendment to the Shared Services Agreement for the Delaware Valley Joint Municipal Court

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve Resolution 2018-041.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

**RESOLUTION 2018-041 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY AUTHORIZING AN AMENDMENT TO THE SHARED SERVICES
AGREEMENT FOR THE DELAWARE VALLEY JOINT MUNICIPAL COURT**

WHEREAS, the Township of Alexandria, Borough of Frenchtown and Township of Holland entered into a shared services agreement dated March 1, 2015 for The Municipal Court of the Delaware Valley (hereinafter the "Joint Court Agreement"); and

WHEREAS, the Joint Court Agreement provides for the payment of the salaries and benefits of certain municipal court staff, including the Court Administrator, in accordance with a formula apportioned among the member municipalities, who have traditionally each paid their portion of the salaries and benefits separately; and

WHEREAS, due to revised pension requirements of the N.J. Public Employees Retirement System ("PERS"), it is necessary for the Court Administrator's salary and health benefits to be paid by one municipality as lead agency; and

WHEREAS, the Township of Alexandria has agreed to be the lead agency for the payment of the Court Administrator's salary and benefits, provided that the other member municipalities agree to reimburse the Township on a quarterly basis; and

WHEREAS, it is necessary to amend the Joint Court Agreement to effectuate the terms described herein.

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of Alexandria, County of Hunterdon and State of New Jersey, on this 14th day of February, 2018 as follows:

1. The Alexandria Township Committee agrees to be the lead agency for the payment of the Court Administrator's salary and health benefits pursuant to the Joint Court Agreement with Frenchtown Borough and Holland Township. *Frenchtown Borough and Holland Township shall each submit their proportionate share of the aforesaid salary and benefits due the Court Administrator on a quarterly basis to Alexandria Township within the first 15 days of each quarter.*

2. In furtherance thereof, the Mayor, Deputy Mayor, Township Administrator/Clerk and Township Attorney, as applicable, are authorized to prepare and enter into an Amendment to the Joint Court Agreement in substantially the same form attached hereto.

3. This approval is contingent on the approval of Frenchtown Borough and Holland Township, as well as the Municipal Court Division Manager for Vicinage 13, as may be applicable.

4. Copies of this Resolution shall be forwarded to Frenchtown Borough, Holland

Township and the Municipal Court Division Manager for Vicinage 13.

5. This Resolution shall take effect immediately.

- Resolution 2018-042 2018 Temporary Emergency Appropriation

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve Resolution 2018-042.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

**RESOLUTION 2018-042 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY FOR 2018 TEMPORARY EMERGENCY APPROPRIATION**

WHEREAS, N.J.S. 40:A4-20 provides that a Temporary Emergency Appropriation may be passed after the 31st day of the fiscal year, and

WHEREAS, it is required that any amounts expended from the appropriations contained in this resolution be included in the budget as adopted under the correct headings, and

WHEREAS, the appropriations funded in this resolution represent roughly one half or 50% of the 2017 adopted appropriation unless noted by an asterisk, (Pension payments, debt payments, and insurance payments may exceed 50% as these expenses must be paid in full by due dates.)

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Alexandria, in the County of Hunterdon, State of New Jersey, that the following Temporary Emergency Appropriations be made and a certified copy of this resolution be transmitted to the Chief Financial Officer for his records:

<u>Account Description:</u>	<u>Amount</u>
<i>Mayor and Council: S&W</i>	<i>6,381.00</i>
<i>Mayor and Council: OE</i>	<i>1,500.00</i>
<i>Municipal Clerk: S&W</i>	<i>27,730.00</i>
<i>Administration: S&W</i>	<i>6,375.00</i>
<i>Municipal Clerk: OE</i>	<i>10,000.00</i>
<i>MUNICIPAL WEB SITE</i>	<i>3,000.00</i>
<i>Financial Admin: S&W</i>	<i>22,620.00</i>
<i>Financial Admin: OE</i>	<i>11,225.00</i>
<i>Audit Services: OE</i>	<i>14,500.00</i>
<i>Rev Admin (Tax Col.): S&W</i>	<i>15,050.00</i>
<i>Rev Admin (Tax Col.): OE</i>	<i>3,500.00</i>
<i>Tax Assessment: S&W</i>	<i>17,000.00</i>
<i>Tax Assessment: OE</i>	<i>1,000.00</i>
<i>Legal Serv (Lgl Dept): OE</i>	<i>44,000.00</i>

Agricultural Commission	250.00
Historical Commission OE	250.00
Engineering Services: OE	36,500.00
Planning Board: S&W	3,825.00
Planning Board: OE	3,750.00
Zoning Board of Adj.: S&W	3,500.00
Zoning Board of Adj: OE	750.00
Construction Official (BUILDING DEPT)	42,500.00
Construction Official: OE	10,000.00
Zoning Officer: S&W	4,730.00
Zoning Officer: OE	250.00
General Liability Insurance OE	65,000.00
Worker Compensation Insurance	30,000.00
Employee Group Insurance	100,500.00
HEALTH INS O/S CAPS	.00
MEDICIAL W PAYMENTS	.00
Unemployment Insurance	2,500.00
COAH	.00
Emergency Management: S&W	1,862.00
Emergency Management: OE	50.00
Aid to Volunteer Fire Companies	.00
Fire Hydrants	440.00
Contrib to First Aid Org	.00
FIRE PREVENTION S& W	4,000.00
FIRE PREVENTION O/E	50.00
Munic. Prosecutor's Office: S&W	3,808.00
Road Maintenance: S&W	215,000.00
Road Maintenance: OE	60,000.00
Snow Removal	25,000.00
Solid Waste Collection(Recycling): S&W	4,000.00
Solid Waste Collection: OE	15,000.00
Buildings and Grounds: S&W	2,755.00
Buildings and Grounds: OE	625.00
Pub Health (Bd of Health): S&W	1836.00
Pub Health (Bd of Health): OE	1000.00
Environmental Commission: OE	900.00
Celebration of Public Events OE	1,000.00
Electricity	6,750.00
Street Lighting	2,250.00
Telephone	3,650.00
Diesel, Gasoline, Propane Fuel	15,000.00
Pension	74,455.00
SOCIAL SECURITY	31,606.00
DCRP EMPLOYER SHARE	750.00

Municipal Court: S&W	25,000.00
Municipal Court: OE	7,650.00
Public Defender Salaries and Wages	715.00
SHARE OF HEALTH INSURANCE	8,750.00

Total Temporary Emergency Appropriation:	
Bond Debt Service	1,012,088.00
Capital Improvement Fund	.00
BOND PRINCIPAL	.00
INTEREST ON BONDS	40,000.00
Note Interest	.00
Total 2018 Temporary Emergency Appropriation:	1,052,088.00

INTRODUCED	SECONDED	COMMITTEE	AYE	NAY	ABSTAIN	ABSENT
	X	Kiernan	X			
X		Pfefferle	X			
		Garay	X			

- Resolution 2018-043 2017 Appropriation Transfers-5th Transfer
Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve Resolution 2018-043.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

**RESOLUTION 2018-43 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY FOR 2017 APPROPRIATIONS TRANSFERS-5th TRANSFER**

WHEREAS, various 2017 bills have been presented for payment in the year 2017, which represent obligations of the fiscal year 2017, and were not sufficiently funded in certain budget accounts of the 2017 Township of Alexandria Municipal Budget that in

accordance with N.J.S. 40A:4-58 may be transferred by resolution of the Township Committee in the last two months of the calendar year; and

WHEREAS, N.J.S. 40A:4-59 provides that all unexpended balances carried forward after the close of the fiscal year are available, until lapsed at the close of the succeeding year, to meet specific claims, commitments or contracts incurred during the preceding fiscal year, and allow transfers to be made from unexpended balances to those which are expected to be insufficient during the first three months of the succeeding year;

NOW, THEREFORE, BE IT RESOLVED by the Committee of the Township of Alexandria, in the County of Hunterdon, State of New Jersey, (2/3 of the majority of the full membership concurring herein) that the transfers as listed in the resolution be made between the 2018 Budget Appropriation Reserves as follows:

	<u>FROM</u>	<u>TO</u>
Employee Group Insurance	\$1,000.00	
Building & Grounds OE		\$500.00
Zoning Officer OE		\$500.00

INTRODUCED	SECONDED	COMMITTEE	AYE	NAY	ABSTAIN	ABSENT
	X	Kiernan	X			
X		Pfefferle	X			
		Garay	X			

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- Resolution 2018-044 Appointing Mary Knapp as a Certified Pension Officer for 2018

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve Resolution 2018-044.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

**RESOLUTION 2018-044 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF
HUNTERDON, STATE OF NEW JERSEY TO APPOINT A CERTIFYING OFFICER FOR
PENSIONS FOR 2018**

WHEREAS, it is required by the Statutes of New Jersey that an agent be appointed and certified for receiving moneys and preparing the necessary forms for pensions for employees for the Township of Alexandria;

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Alexandria appoints: **Mary Knapp, Finance Secretary** as a certified agent to prepare all necessary forms for pension payments is hereby confirmed, and she shall be authorized to receive payments on behalf of the Township of Alexandria for both the State of New Jersey and the Federal Government during the calendar year 2018.

- County Road 513 Intersection/Traffic Light

Comm. Pfefferle made a motion, seconded by Mayor Garay to authorize Mayor Garay to reach out to Hunterdon County and ask if the timing of the traffic light can be changed at the County Road 513 Intersection.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

ENGINEER'S REPORT:

Township Administrator/Clerk Bobrowski will advise Twp. Engineer Decker that the Township will not move forward with the proposed water tank installation at the park. Township Engineer Decker provided the following report to the Township Committee:

January 18, 2017

Land Use Board Meeting – Attendance not needed

Municipal Projects:

Park footbridge replacement

Building permits for the footbridge have been issued. Construction to commence in early Spring 2018 as weather permits.

Schoolhouse Road

Potential widening road from 18 feet to 22 feet and installation of stormwater collection system. NJDEP permits required as project is within the 300' riparian zone with potential wetlands. VCEA to prepare engineering budget for 2018

2018 Municipal Aid

Municipal Aid application for Mount Salem Road is under review by NJDOT. Announcement of awards is anticipated in the next few weeks.

Active Site/Subdivision Construction Projects

Pond View Subdivision

The letter of credit for the maintenance guarantee has been approved.

Sky Manor Airpark

Copies of the latest subdivision plans and reports have been obtained from the Township files. Performance bond assignment change is under

Attorney review.

Active & Prospective Board Applications

Hemingway Estates

Final plats have been submitted for signature and signed by out office. Planning Board Chairman to sign at the February 15, 2018 Land Use Meeting.

Cole Subdivision

Resolution compliance review letter issued on January 13, 2018. Deed descriptions to be revised prior to filing.

Miscellaneous

NJDEP Stormwater Management

As a reminder, requirements have gone into effect requiring annual maintenance reporting for stormwater management basins. The Township should plan on contacting individuals and Homeowner Associations responsible for basin maintenance. Some research is required to identify responsible parties.

Underground Fire Tank

Estimated budget for preparing plans, specifications and manage bidding process for a proposed underground fire tank at Alexandria Park is \$4,500.00. Awaiting approval to proceed Research requirements for Alexandria to enter FEMA's Community Rating System (CRS) program.

CRS Rating System

Tax map revisions are in progress per Tax Assessor.

Tax Map Revisions

Sign Ordinance Revisions

VCEA to prepare draft changes to Sign Ordinance per Land Use Board request.

Potential 2018 Road Projects

A cost estimate was prepared and provided to Glen Griffith for potential road improvement projects in 2018 including: Melita Road, Farmhouse Road, Oak Lane, Alexandria Road, Manor Way and Schaaf Road.

Conflict Engineer

As discussed at the January 3rd meeting, Ted Bayer, PE of Bayer –Risse Engineering Inc. in

2018 Maintenance & Repair Materials Bid

Hampton has submitted a conflict engineer contract to the Clerk for the Committee's consideration.

Under the tri-municipal agreement, Bethlehem Township has advertised for the annual materials bid for 2018. Bids will be opened on February 21st. Recommendations of award will be submitted for the March 14th meeting.

APPROVAL OF MINUTES:

- January 3, 2018 Twp. Committee Meeting
- January 3, 2018 Re-Org Meeting
- January 3, 2018 Executive Meeting
- January 24, 2018 Special Twp. Committee Meeting
- January 24, 2018 Executive Meeting
- December 13, 2017 Township Committee Meeting
- December 13, 2017 Executive Meeting
- December 27, 2017 Township Special Meeting

Tabled and will be discussed in Executive Session.

PUBLIC COMMENT ON GENERAL MATTERS:

- Former Mayor and Township Resident Gabe Plumer questioned the significance of Ordinance 2018-01. Mayor Garay explained that this Ordinance is a yearly Ordinance that is adopted at the recommendation of the Township Auditor to aid in budgeting.
- Resident Bill Fritsche asked if the Township Committee would consider donating \$500.00 to the Hunterdon Land Trust for 2018 and have it as a line item in the budget. Comm. Pfefferle will have CFO Steinberg confirm if the Township can make donations.

CORRESPONDENCE/ANNOUNCEMENTS:

- Alexandria Township will be providing electronic recycling to its residents in 2018. On the 3rd Saturday in May and the 3rd Saturday in October residents can bring TV's and computers for disposal.
- JCP&L will be performing line clearance tree trimming in the rights-of-way at Baptistown Substation in March. All tree removals are performed in accordance with JCP&L's easement rights or otherwise with the written consent of the property owner. A full list of the streets where trees are being trimmed will be placed on the Alexandria Township website.

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to go into Executive Session. (Time 9:04 PM.)

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

Open Public Meetings Act RESOLUTION- Executive Session

WHEREAS, N.J.S.A. 2:4-12, Open Public Meetings Act, permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist:

NOW, THEREFORE, BE IT RESOLVED by the Township of Alexandria, County of Hunterdon, State of New Jersey, as follows:

1. The public shall be excluded from discussion of the hereinafter specified subject matters.
2. The general nature of the subject matter to be discussed is as follows:

_____ A confidential or excluded matter under Federal or State Law or Court Rule.

_____ A matter involving information that may impair the Township's rights to receive funds from the United States Government.

_____ A matter constituting an unwarranted invasion of an individual's privacy rights.

_____ Collective Bargaining Agreement or negotiation of the Agreement.

 X Matters involving the purchase, lease or acquisition of real property with public funds which it could adversely affect the public interest if discussion were disclosed.

Mt. Laurel Housing

_____ Tactics and techniques to protect the safety and property of the public, including investigations of violations or potential violations of the law.

 X Pending or anticipated litigation or contract negotiations in which the public body is or may become a party.

Delaware River Tubing

Miller Appraisals B-9, L-10 & B-10, L-74

Fodor vs. Alexandria Twp.

 X Matters falling within the attorney-client privilege.

NJ Clown Farm

Municipal Building Security

 X Personnel matters involving a specific employee or officer of the Township.
Township Committee Meetings

Seasonal Snow Plow Truck Driver

Tax Collector Resumes
Mary Knapp-Tax Collector Position

_____ Deliberations of the Township occurring after a public hearing that may result in the imposition of a specific penalty or suspension or loss of a license or permit.

3. It is anticipated at this time that the above matter will be made public: at the conclusion of the litigation and at such time as attorney client confidentiality is no longer needed to protect confidentiality and litigation strategy.
4. The executive session minutes will be placed on file in the township clerk's office, and will be available to the public as provided for by New Jersey law.
5. This Resolution shall take effect immediately.

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to return to Public Session **(10:15 PM)**.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

APPROVAL OF MINUTES:

- December 13, 2017 Township Committee Meeting
- December 13, 2017 Executive Meeting
- December 27, 2017 Township Special Meeting

Comm. Pfefferle made a motion, seconded by Mayor Garay to approve the above meeting minutes.

Roll Call: Aye: Garay, Pfefferle

Nay: None

Abstain: Kiernan

Motion Carried

- January 3, 2018 Twp. Committee Meeting
- January 3, 2018 Re-Org Meeting
- January 3, 2018 Executive Meeting

Comm. Pfefferle made a motion, seconded by Mayor Garay to approve the above meeting minutes.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

- January 24, 2018 Special Twp. Committee Meeting Minutes

Comm. Pfefferle wanted the January 24, 2018 meeting minutes to reflect that Township Administrator/Clerk Bobrowski had placed the appointment of professionals for the Land Use Board on the agenda as she was informed to do by the NJ Department of the Treasury, Division of Purchase and Property Contract Compliance & Audit Unit. Township Atty. Dragan advised that the Land Use Board will appoint their own professionals and have resolutions drawn up for their appointments.

- January 24, 2018 Executive Meeting

Comm. Pfefferle requested that the above minutes be amended under "Professional Contracts" to reflect that he does not think that Professional Contracts need to be discussed in Executive Session.

The January 24, 2018 Twp. Committee Meeting and Executive Session minutes were tabled until the March 14, 2018.

BILL LIST:

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve the attached bill list.

Roll Call: Aye: Pfefferle, Kiernan

Nay: None

Abstain: Garay

Motion Carried

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to accept the following appraisals for the Miller Preservation, B-9, L-10 & B-10, L-74:

- 1.) Webb Appraisals - \$1,875.00
- 2.) Tom Rodriguez- \$2,000.00

Township Administrator/Clerk Bobrowski will advise Vanguard Appraisals that there were two appraisals that came in for the same amount. Their appraisal was not selected because the appraisal was not complete.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

The following matters were discussed in Executive Session:

- Delaware River Tubing

Township Administrator/Clerk Bobrowski will follow up with Zoning Officer Mullin.

- Mt. Laurel Housing

Township Planner Banisch sent an email on February 14, 2018 stating that he will be providing a draft ordinance for the Township Committee Special Meeting on February 21, 2018.

- Clown Farm

The deadline imposed by the County Agriculture Development Board Mediator is March 9, 2018. Resident Joe Burger has until that day to remedy the deed access restrictions to the property. The Delaware Valley Joint Municipal Court has noticed the Township and Denise Burger for a court date of March 7th for the violations that were issued in October by Zoning Officer Mullin.

- Seasonal Plow Truck Driver

Third gentleman was interviewed by DPW Foreman Griffith and Comm. Pfefferle.

- Miller Appraisals B-9,L-10 & B-10, L-74

Three appraisals were received:

Webb Appraisals - \$1,875.00

Vanguard Appraisals/Mick Schiabe- \$2,000.00

Tom Rodriguez- \$2,000.00

- Tax Collector Resumes

The Township Committee selected four applicants to interview. The interviews will be conducted on February 28, 2018 starting at 6:00 PM.

- Mary Knapp-Tax Collector

Ms. Knapp will be interviewed on February 28, 2018 for the position of Tax Collector.

- Fodor Vs. Alexandria Twp.

The Township Committee received a copy of a lawsuit against the Land Use Board regarding the Cellco Application.

- Joint Court

Comm. Pfefferle referred to the following codes in the Township's Code Book and the Court Agreement. Comm. Pfefferle noted that the participating towns in the Court and the Court Administration are not following some aspects of the agreement:

Section 14-19 Contributions:

- 1.) *Notwithstanding anything to the contrary herein, regardless of the number of the summonses generated in the Township of Alexandria, the Borough of Frenchtown and the Township of Holland, they shall each be responsible for 1/3 of the following expenses, which shall be excluded from the calculation of salary expenses described in Subsection 17D above:*

(1) Prosecutor compensation.

(2) Public Defender compensation.

(3) Police coverage compensation (security).

(4) Other expenses (rent, electric, etc.).

(5) Superior Court-mandated expenses or improvements.

- 2.) The municipal share of all fines levied on summons/warrants/tickets or other charges issued by a member town's police department or other charges issued by a member town's police department or other municipal department shall be forwarded monthly by the Municipal Court to the member town.

B. All fines levied on summons/warrants/tickets issued by the State Police or any other non-municipal law enforcement agency shall be distributed as required by law.

C. The yearly operating costs and expenses shall be calculated in accordance with Subsection 17D and F below. The Municipal Court shall calculate each member's share on a yearly basis (September 1 to August 31, "Municipal Court Year"), and all calculations required hereunder shall be completed by the Municipal Court staff not later than September 15 of each year. The percentages so established shall be applicable for the following calendar year.

D. The allocation of salary, wages, benefits, taxes and all employment-associated costs and expenses for the Judge, Administrator and all other court staff ("salary expenses"), shall be in accordance with the percentage derived from the following formula:

Total summonses issued in each member town in a Municipal Court Year

divided by

Total summonses received by the Municipal Court from all member towns in a Municipal Court Year

By way of example of the implementation of the above formula:

100 summonses are issued in the Township of Alexandria in a Municipal Court Year. A total of 1,000 summonses are issued for that year in all the member towns. The formula would result in the following percentage calculation:

$$\frac{100}{1,000} = 10\%$$

Based upon the formula calculation, the Township of Alexandria would be liable for 10% of the salary expenses for the Municipal Court operation.

E. Each member town shall be entitled to a percentage share of the statutory court costs and public defender fees received by the Municipal Court ("court receipts"). Each member town's percentage share of court receipts shall be the same as the percentage used in Subsection 17D above to determine the member town's share of salary expenses. For the purpose of this agreement, statutory court costs mean the amount of costs imposed upon defendants by the Municipal Court Judge retained by the Municipal Court.

F. Notwithstanding anything to the contrary herein, regardless of the number of the summonses generated in the Township of Alexandria, the Borough of Frenchtown and the Township of Holland, they shall each be responsible for 1/3 of the following expenses, which shall be excluded from the calculation of salary expenses described in Subsection 17D above:

- (1) Prosecutor compensation.
- (2) Public Defender compensation.
- (3) Police coverage compensation (security).
- (4) Other expenses (rent, electric, etc.).
- (5) Superior Court-mandated expenses or improvements.

Section 14-15 Budget:

The Administrator shall prepare or have prepared a budget for the Municipal Court, and the Court Committee shall prepare a list of proposed professional appointments, both of which shall be submitted to the governing body of each member town by October 1 of each year. The budget shall set forth an estimate of all expenses and projected revenues for the upcoming calendar year and shall be in a form that is consistent with municipal budgets. By November 1 of each year, the Court Committee members shall adopt a budget and approve professional appointments, after a meeting held on 10 days' notice to each member. Each member town shall have one vote at the meeting. If a budget and appointments are not unanimously approved by that date, then one or more meetings shall be held among the Court Committee, the Administrator and the Municipal Court Judge until such time as a budget and appointments agreeable to all members are agreed upon by December 31. Any irreconcilable differences shall be decided by the Vicinage Assignment Judge.

The Township Committee has no issues with the proposed credit card machine for the court as long as there is no cost to the Township. The court would like to replace the recording system and Alexandria Township will be responsible for paying 25% for a new recording system. The Township Committee will not move forward with a "runner" at the request of Judge Shamey.

MOTION TO ADJOURN

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to adjourn.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

Meeting Adjourned at 10:20 PM.

Respectfully Submitted:

Michele Bobrowski, RMC

Township Clerk

I hereby certify that I have reviewed these Minutes of the Township Committee Meeting of February 14, 2018 and certify that said Minutes were approved unanimously by the Township Committee on the 14th day of March 2018.

Michelle Garay, Mayor

Dated: _____